

Professional and Managerial Branch
Cultural Group
Recreation Series

RECREATION SERVICES MANAGER

08/99 (CDH)

Summary

Under general direction, as division head, establish, integrate and manage City-wide recreation and aquatics services, and special promotions and outreach programs through subordinate superintendents.

Typical Duties

Plan City-wide growth and use of recreation center applications for a wide spectrum of recreational, athletic and social services. Involves: interfacing with representatives of civic and private organization representatives, obtaining ideas and objectives for long range use of recreation facilities and planning for near term optimal use of existing infrastructure and programs, gaining support for existing activities and learning about needed changes and improvements; ascertaining levels of financial and in-kind support available for projected usages; coordinating with City departments to assure mutually compatible goals, activities and support; consulting with special interest group leadership to determine special group recreational service and outreach program needs; exploring opportunities for promoting the City's recreation facilities availability and planned uses; synthesizing information and making long range and short term proposals for recreation centers' use; making specific proposals to meet projected needs preparing and making presentations to Department management, City officials, Mayor and Council explaining Division goals and programs, and representing department at Federal, State or regional agency meetings, as directed.

Prepare budget forecasts for operations, maintenance and capital expenditures for recreation services. Involves: analyzing long term capital requirements indicated by projected and approved plans; developing budgetary plans for ongoing operations, providing guidance for and reviewing and approving short term capital and operational budget proposals of subordinate managers, making and explaining changes needed to meet division objectives; searching for and obtaining funding sources through grants, City allocations, private industry sources and revenue producing programs and activities, assessing costs and net revenues; determining needs for contract service support, recommending and preparing contract proposal specifications, reviewing vendor proposals, recommending selection, monitoring and reporting on contract service compliance, allocating financial, physical and personnel resources; monitoring expenditures, auditing procedures, analyzing cost and revenue trends, reallocating resources and taking corrective action.

Coordinate and control operation of recreation and aquatics services and sites. Involves: inspecting facilities and programs, devising, requiring and reviewing reports and acting on information received; assuring that facilities, programs and activities are safely operated in conformance with directed standards and regulations, testing effectiveness of ongoing activities at all locations, recommending or directing action to improve service delivery; consulting with subordinate managers, obtaining ideas and support for new or improved procedures and plans for services and programs; guiding subordinate managers in dispute resolution activities; recommending solutions, making or approving dispute resolution decisions, representing department before appeals boards as directed;

Supervise division staff. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance and reviewing ratings by subordinates; coaching and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting during temporary absences for supervisor, coworkers or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under direction supervision; logging activities, and preparing and submitting recurring or requested activity or status reports.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Recreation Management Business Administration or a related field, plus six (6) years progressive professional experience in planning and administering diverse recreational, athletic and social service programs and facilities,

with at least three (3) years of supervising professional recreation services staff; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: theories and application of recreation services delivery systems, procedures, rules, regulations and applicable laws or ordinances; community recreation principles and activity interests of all age groups and a variety of cultural groups. Considerable knowledge of: managerial, budgeting and supervisory techniques and methods.

Ability to: objectively and effectively exercise division head authority to supervise subordinate employees through professionals and managers; analyze data and performance criteria to make corrective or improvement actions; establish harmonious relationships with other departments, upper level outside executives, City officials, vendors, the general public and representatives of civic and special interest groups; develop and implement complex recreation service delivery systems and policies; identify, diagnose and solve intricate administrative and public relations problems, conforming to policy guidelines in non-standard and changing situations; communicate subtle and varied explanations clearly orally and in written reports and proposal presentation; create and administer budgetary plans, procedures and controls; oversee facilities usage.

Skill in: Safe operation and care of motor vehicle.

Physical Requirements: Occasional driving through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

Special Requirements: Subject to call back in unusual or unforeseen situations, and working flexible hours, weekends, holidays, and extended hours as required.

Director of Personnel

Department Head

OFFICIAL